# Department of Commerce
Innovation is in our nature.

Revised 2/10/2010

# American Recovery and Reinvestment Act
## Sub Recipients Section 1512 Quarterly Report

This Excel file is to be used to submit information required to be reported under Section 1512 of the American Recovery and Reinvestment Act of 2009 ("Recovery Act" or "ARRA"). It contains detailed information on the project and activities funded by the Recovery Act.

This report relates to only the "Section 1512" information required to be reported by every sub recipient of Recovery Act funding. It is supplemental to any performance report you may be required to submit to the Department of Commerce or the Federal Agency funding your award.

**Report Period:** Each quarterly report will be cumulative, from the date of your ARRA award, through the end of the last quarter completed. This report must include all your ARRA activities since the date of your award through the last quarter completed. Exception: As of December 31, 2009, all FTE data is no longer cumulative. Instead, FTE data is reported on a quarter-by-quarter basis.

**Report Due Date:** The completed report must be submitted to the Washington State Department of Commerce (Commerce) on or before the 5th calendar day of the month following the end of the quarter. Specific dates are listed below.

**Warning: Failure to comply with reporting requirements could result in termination of your grant/contract agreement with the Department of Commerce.**

Please submit this report via email to Meg O'Leary, meg.oleary@commerce.wa.gov. Your email, with your attached report will be considered your signed submitted report.

It is important that you contact the person above as early as possible, if you have questions about completing this report.

As a Sub Recipient you must fill out these worksheets (see the tabs at the bottom of the screen):

- ✓ Sub Recipients Tab (due w/ 1st report)
- ✓ Qtly FTE Calculator (updated Qtly)
- ✓ Qtly Updates Tab (updated Qtly)
- ✓ Vendors Tab (updated Qtly)

This report template was revised on 2/10/10, to reflect updated guidance from OMB on reporting jobs data, and to incorporate a simplified FTE calculator tool.

**Quarterly Report Due Dates**

| Period Covered | Due Date |
|---|---|
| Feb. 17, 2009 - Sept.30, 2009 | 10/5/2009 (Mon) |
| Oct. 1, 2009 - Dec. 31, 2009 | 1/5/2010 (Tue) |
| Jan. 1, 2010 - March 31, 2010 | 4/5/2010 (Mon) |
| April 1, 2010 - June 30, 2010 | 7/5/2010 (Mon) |
| July 1, 2010 - Sept. 30, 2010 | 10/5/2010 (Tues) |
| Oct. 1, 2010 - Dec. 31, 2010 | 1/5/2011 (Wed) |
| Jan. 1, 2011 - March 31, 2011 | 4/5/2011 (Tues) |
| April 1, 2011 - June 30, 2011 | 7/5/2011 (Tues) |
| July 1, 2011 - Sept. 30, 2011 | 10/5/2011 (Wed) |
| Oct. 1, 2011 - Dec. 31, 2011 | 1/5/2012 (Thurs) |
| Jan. 1, 2012 - March 31, 2012 | 4/5/2012 (Thurs) |
| April 1, 2012 - June 30, 2012 | 7/5/2012 (Thurs) |

## REPORT SECTIONS

**<u>Sub Recipient Info Tab</u>:** (Updated quarterly *only if* information changes) Information on this tab is all about you, the Sub Recipient. For identification purposes, it asks for your contract award number. It asks for your DUNS number. There is a yes/no data field that will determine if you need to report information on your five most highly compensated officers. Read the criteria carefully (in the box that pops up when you click on the data field). If you enter "yes" in the "Indication of Reporting Applicability" data field, then you must also supply information about your five most highly compensated officers.

This data is required, per Section 1512 guidelines. Information on this tab may only need to be filled out once, with this first report, since it should remain unchanged throughout the lifecycle of the grant/contract. If any of the information reported on this tab should change, please communicate that clearly to the Program Manager listed on page 1, when you submit your report. Sub Recipients are encouraged to complete this tab right away. You do not need to wait until the end of the quarter to fill in the information on this tab. That way, when you're ready to enter other data after the quarter ends, you will already have some of your information filled in.

**<u>Qtly FTE Calculator Tab</u>**: (Updated Quarterly) This tab includes includes a worksheet for you to use to calculate the quarterly full time equilivancy (FTE) of jobs created or retained using Recovery Act funding.. You will report only one FTE data point on the Qtly Updates Tab from this worksheet. You will enter that data on the "Qtly Updates" tab after doing the calculations using the FTE caluclator tool. You may group employees into categories, if you want to. Just be sure the "hours worked" cover everyone represented by the group, if you do.

**<u>Qtly Updates Tab</u>**: (Updated Quarterly) On this tab you will provide a quarterly update on the status of completion of your ARRA project or activities. This evaluation should be based on the actual progress of the project, rather than on just how much of the grant/contract award has been expended.

You will transfer the FTE results that you calculated on the "Qtly FTE Calculator Tab" onto the "Qtly Updates Tab." On this tab you will also report on the types of jobs created/retained, by selecting from a drop down menu of job types.

**<u>Vendors Tab</u>**: (Updated Quarterly) For any vendor, to whom you paid $25,000 or more for goods or services (in any quarter) to help you carry out your Recovery Act program or project, you must supply the vendor's DUNS number or their name and zip code of their headquarters. This is an aggregated list of vendors. Each quarter you will need to add any new vendors not yet reported in previous quarters. Amount paid is cumulative, so be sure to update this each quarter. You are also asked to describe the product or services purchased and the amounts paid to the vendors.

**<u>FAQs Tab</u>:** Full of helpful information, definitions, and frequently asked questions (FAQs). Be sure to read it at least once, before you complete the report.

# SUB RECIPIENT INFORMATION

Information reported on this page needs to be reported with the first quarterly report. If information reported here changes, please update this report and make sure Commerce is alerted to the fact information has changed.

| | |
|---|---|
| **Name of Sub Recipient (Organization)** | City of Seattle |

| | |
|---|---|
| **Name of Person Completing this Report** | Aaron Sommer |
| **Phone Number** | 206-615-1093 |
| **Email Address** | aaron.sommer@seattle.gov |
| **Back up Person to Contact about Report** | Ann Sutphin |
| **Phone Number** | 206-684-8374 |
| **Email Address** | ann.sutphin@seattle.gov |

| **Sub Recipient's Primary Place of Performance** | |
|---|---|
| Address 1 | PO Box 34996 |
| Address 2 | 700 5th Avenue, #3900 |
| City | Seattle |
| State | WA |
| Zip Code + 4 | 98124-4996 |

| **Sub Recipient's Contract Number (Sub Award Number)** |
|---|
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| **Sub Recipient DUNS Number** | All Sub Recipients must have a DUNS number. Further information is available at this URL: http://fedgov.dnb.com/webform. |
|---|---|
| 124798344 | |

| **Sub Recipient Indication of Reporting Applicability** | determines whether you need to report the information below. Click on the arrow in the bottom right corner of the box to get the drop down menu and select "yes" or "no," as appropriate. |
|---|---|
| No | |

If you entered "yes" in the box above, you must provide the following information on your five most highly compensated officers.

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| Officer 1 Name | |
| Officer 1 Compensation | |
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| Officer 2 Name | |
| Officer 2 Compensation | |
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| Officer 3 Name | |
| Officer 3 Compensation | |
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| Officer 4 Name | |
| Officer 4 Compensation | |
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| Officer 5 Name | |
| Officer 5 Compensation | |

Sub Recipient: City of Seattle

Contract #: ______ Reporting Period: ______

# Recovery Act Quarterly FTE Calculator

Instructions: Complete the information in the first four columns of the table below. Upon completion, your correct FTE total will be displayed on the line below. Note: This caluclator is an optional reference tool that, if used, should be submitted with your Sub Recipient ARRA 1512 Report to Commerce. Data reported is for the three months in the reporting period , not YTD or cumulative.

**Number to report to Commerce as "Number of Jobs" >>** **1.00**

| | **1. ARRA Funded Employee(s)** List Names, ID codes, etc. by Individual or by Group. | **2. Basis for FTE Calculation** Enter the number of hours in a week that the employer considers full-time. Most often, this will be 40. | **3. Hours Worked in Quarter** Enter the total number of hours worked in the Reporting Quarter by this individual employee or group identified in column 1. | **4. Proportion of ARRA Funding** Enter the percentage of this position's cost that is funded by the Recovery Act award. | **ARRA-funded FTE's** This calculation will be performed for you. The final number to be reported is listed above. |
|---|---|---|---|---|---|
| | *Example* | *40* | *520* | *50.00%* | *0.50* |
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For the sum of your FTE's, see the top of the sheet.

# QUARTERLY UPDATES

Information on this tab is cumulative, and must be updated quarterly.

Failure to report this information each quarter would be considered a material omission for purposes of contract compliance.

## Jobs Data

| Number of Jobs (FTEs) |
|---|
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Please use the worksheet provided on the "Qtly FTE Calculator" tab to calculate the ACTUAL (not estimated) quarterly FTE number you will report here, for the last quarter ended.

## Description of Job Types

| | | |
|---|---|---|
| Provide a brief description of the types of jobs created or retained by selecting among the 2-digit NAICS codes provided.<br><br>If you are unsure which one best fits any particular job, you may want to research the specific jobs listed under each of the 2-digit NAICS codes, via the NAICS website (Click on the link below, and look for the "NAICS Drill Down Menu"). | 81 Other Services (except Public Administration) | Click inside a cell to the left, then click on arrow to right of that cell to see a drop down menu of options. |
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Click Here to go to http://www.naics.com/search.htm.

## Project Completion Status

| Project Status | |
|---|---|
| 96 | Enter a percentage number here that best represents the status of completion of you Recovery Act project or activity. |

## SUB RECIPIENT'S VENDORS

This information is cumulative, and is updated quarterly. For any vendor, to whom you paid $25,000 or more for goods or services (in any quarter) to help you carry out your Recovery Act program or project, you must supply the information requested. Each quarter you will need to add any new vendors not yet reported in previous quarters, and adjust the aggregated amount paid accordingly. Failure to report this information each quarter would be considered a material omission for purposes of contract compliance.

| Vendor's DUNS Number | Vendor's Name | Vendor HQ Zip Code+4 | Product/Service Description | Aggregated Amount Paid to Vendor |
|---|---|---|---|---|
| | Urban Mobility Group DBA Commute Seattle | 98101-1230 | bike inventory assessment- initial work | $14,961.00 |
| | Urban Mobility Group DBA Commute Seattle | 98101-1230 | bike inventory and preliminary analysis | $20,595.06 |
| | Urban Mobility Group DBA Commute Seattle | 98101-1230 | bike inventory | $36,167.27 |
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## FREQUENTLY ASKED QUESTIONS

| Question | Answer |
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| How do I know what information to enter in each box? | When you click inside a box where data is needed, a "help" box pops up that describes the data needed. If there is a drop down menu to use, you can click on the arrow at the bottom right of the box, to see the choices. |
| When I try to select a value from a drop-down menu, the text is too small to read. How do I make it bigger? | Check to make sure you're viewing the workbook at 100% zoom. If your zoom is set to less than 100%, this can cause the text in the drop-down menus to appear very small. |
| What's a DUNS number, and who supplies it? | Dun & Bradstreet (D&B) maintains a business database containing information on more than 100 million businesses worldwide. D&B provides a DUNS number, a unique 9-digit identification number, for each physical location of a business organization. DUNS number assignment is free for all businesses required to register with the US Federal Government for contracts or grants. Further information on D&B is available at this URL: http://fedgov.dnb.com/webform. |
| I have to report on the top 5 officers. What is meant by "total compensation"? | Total compensation means the cash and noncash dollar value earned by the executive during the sub recipient's past fiscal year of the following (for more information see 17 CFR 229.402(c)(2)): (i). Salary and bonus. (ii). Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with FAS 123R.(iii). Earnings for services under non-equity incentive plans. Does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees. (iv). Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.(v). Above-market earnings on deferred compensation which are not tax- qualified. (vi). Other compensation. For example, severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property if the value for the executive exceeds $10,000. |
| What does it mean when it says "the public does not have access to senior executive's compensation?" | Specifically, the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986 [26 USC SS 6104]. |
| Our award start date is not the first day of a quarter. (We got our award in March.) How will this affect the calculation of FTE data, using the worksheet that has formulas built in based on full quarters? | The formulas used to calculate the "FT Schedule" are based on a full quarter (3 months), so if your first quarter is only one or two months, your first quarter FTE results will be incorrect, if you do not edit the formula. The first data cell in the "FT Schedule" column is not protected, so you may edit the formula (or just enter the hours for the partial quarter) for your first quarter. In your case (starting in March), you'll want to enter your FT schedule for only ONE month for the first quarter. |
| How is "vendor" defined? | A vendor is defined as a dealer, distributor, merchant, or other seller providing goods or services that are required for the conduct of a Federal program. |

| Question | Answer |
| --- | --- |
| What distinguishes a vendor from a sub recipient? | A vendor:<br>(1) Provides the goods and services within normal business operations;<br>(2) Provides similar goods or services to many different purchasers;<br>(3) Operates in a competitive environment;<br>(4) Provides goods or services that are ancillary to the operation of the Federal program; and<br>(5) Is not subject to compliance requirements of the Federal program. |
| What is the definitions of jobs created or retained? | Created jobs are those new positions created and filled, or existing unfilled positions that are filled, that are funded by the Recovery Act.<br><br>Retained jobs are existing positions that are now funded by the Recovery Act.<br><br>An ARRA-funded job is defined as one in which the wages or salaries are either paid for, or will be reimbursed with, Recovery Act funding. |
| What does it mean when it says "only direct jobs are to be counted in the FTE data? | Direct jobs are those that are created or retained with ARRA funding. They do not include indirect jobs, such as those created/retained by the suppliers for materials (vendors &/or sub-awardees) used for the project, unless those jobs were created or retained using ARRA funds directly.<br><br>Sub Recipients should not attempt to report on the employment impact on materials suppliers and central service providers (so-called "indirect" jobs) or on the local community ("induced" jobs). Employees who are not directly charged to Recovery Act supported projects/activities, who, nonetheless, provide critical indirect support, e.g., clerical/administrative staff preparing reports, institutional review board staff members, departmental administrators, are NOT counted as jobs created/retained. Recipients report only direct jobs because they may not have sufficient insight or consistent methodologies for reporting indirect or reduced jobs. The President's Council of Economic Advisors is developing a macro-economic methodology to account for the overall employment impact of the Recovery Act. |
| I am a Sub Recipient who passes funding on to a Sub-Awardee. Is that Sub-Awardees considered a "Sub Recipient" or a "Vendor" under Section 1512 reporting requirements? | Report information on your Sub-Awardee under Sub Recipient's Vendors, if the amount of Recovery Act funding passed through is $25,000 or more. If it is under $25,000, you do not have to report the information for that sub-awardee.<br><br>Note: You should report jobs data for such a sub awardee **if the Recovery Act funding resulted in direct job impact.** |

| Question | Answer |
| --- | --- |
| What suggestions does Commerce have for Sub Recipients to help them identify and measure the direct jobs created and jobs retained by their vendors? | Sub recipients and their sub awardees/vendors should view the question of job impacts in the following way: would the hours and FTEs reported (for the employees included in the jobs measure) be different in the absence of receiving the Recovery Act funds?<br><br>One way to differentiate direct from indirect job impacts for vendors is to consider if the quantity or value of purchases passes a threshold where there is likely an identifiable employment impact for the vendor. Are significant recovery funds going to a vendor for a key component of the project, and are those funds likely to have a large employment impact for the vendor? For example, if a primary recipient of Recovery Act funding under the Diesel Emissions Reduction Act program purchases retrofit devices from the manufacturer, then the primary recipient should obtain information from the manufacturer on whether any jobs were created and jobs were retained as a consequence of the purchase. By contrast, if a purchase is relatively minor (i.e., small in quantity or value) and is not a key component of a project, the vendor of the purchased commodity is not likely to experience notable job impacts from the purchase.<br><br>In the course of procuring the goods and services used on the project or activity supported using the Recovery Act funds, there will normally be information collected and reported on invoices that has information on salaries and personnel costs. This information can serve as the basis for the data needed on the number of hours and FTEs used to calculate direct job effects. |
| We are a sub recipient who contracts with other agencies to perform our ARRA project work. We have the choice of conducting the labor themselves or contracting the work out to approved contractors. There is nowhere on the jobs data worksheet specifically labeled to enable us to track the jobs created by these sub-awardees (sub-contractors).<br>Can you help me understand if how we need to track this? | Sub recipients need to collect the information about Sub-Awardees' (aka sub-contractors) employees (**who were directly impacted by ARRA**) and their hours worked. That information would be inserted into the sub recipients jobs data worksheet so all the hours would be added up and only one resulting FTE data point would be reported. This will work if both you (the Sub Recipient) and your Sub-Awardees are using the same "2080" full time schedule basis. This is another reason it is best to only use the 2080 basis, to begin with.<br><br>You could send your Sub-Awardees a blank copy of the report template, and ask them to use the Jobs Data Worksheet to list their employees and hours. Then you'd have to copy and paste from the Sub-Awardees' lists into your Sub Recipient Report. |